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UNITED NATIONS

ST

Secretariat

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23 November 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: OFFICIAL HOLIDAYS AND CLOSURE OF HEADQUARTERS BUILDINGS TO THE PUBLIC

1. In accordance with staff rule 101.3 (a), the official holiday for Christmas Day 1992 will be Friday, 25 December. Pursuant to the same rule, the Secretary-General has designated Monday, 28 December 1992, as the ninth official holiday at Headquarters. New Year's Day, Friday, 1 January 1993, will be an official holiday. Supervisors are requested to show flexibility, to the extent possible, in approving annual leave between 29 and 31 December 1992.

2. The United Nations Headquarters buildings will be closed to the public and guided tours will be suspended on 25, 28 and 31 December 1992 and on 1 January 1993. In addition, guided tours will be suspended on weekends during the months of January and February 1993.

3. As in previous years, staff members wishing to hold parties for Christmas may do so, subject to advance approval by the Office of General Services. Parties will be authorized for 21, 22, 23 and 24 December. In the event that there are meetings being held on those days, parties may not commence before 6 p.m. if they are to take place in areas adjacent to conference rooms. Where music is to be provided, playing will be permitted as soon as any meetings scheduled on those days are over. It is requested that small departments or offices make arrangements for holding joint parties in order to ease the demand for suitable areas.

4. Requests for approval to hold parties should be submitted to the Chief, Buildings Management Service, Office of General Services, room S-2170A, with a copy to the Chief, Commercial, Purchase and Transportation Service, Office of General Services, room A-6104, not later than 11 December 1992, indicating:

92-74400 4386a (E) 251192 291192

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(a) The department, office or organization holding the party;

(b) The date and hour of the party;

(c) The proposed location of the party;

(d) The approximate number of persons expected to attend;

(e) The name of the senior official designated to assume full responsibility for the party;

(f) The type of party and facilities required.

5. Approval granted by the Buildings Management Service for the use of specific areas for parties does not include provision of services. In the event that other services such as movers, electricians, audio technicians, etc., are required, these will be provided subject to availability and organizers will be charged the following rates as these services are performed by outside contractors:

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Provision of dance floor/raised platform	100
Electricians	60 a/
Audio technicians	65 a/

a/ Per work-hour.

Requests for the above services, if desired, should be made to Buildings Management Service, extension 3.2214.

6. Requests for catering services for parties should be made to the Catering Service, extension 3.7098 or 3.7099.

7. Staff members are reminded that inflammable decorations may not be used in the Headquarters buildings and that safety rules covering room exits and room capacity must be observed.